

MTTC – My Tutor and Teaching Centre

Video/Audio Recording Policy

Purpose/Summary

The purpose of this policy is to set forth expectations regarding the recording of classes, meetings or other conversations at the School, offsite at School organised events, and over the phone between members of our community. The intent of this policy is to strike a balance between the legitimate uses of audio and visual recordings, and concerns including compliance with the law, privacy, and protection of intellectual property. In an effort to comply with South African law, promote the freedom to share ideas and to respect the privacy of community members, the secret recording of meetings or other conversations is prohibited. Classes may be recorded by the teacher, or by a learner in the class with the prior consent of only the teacher.

Policy

It is expected that faculty, learners, and staff will respect the privacy of other individuals in the workplace and educational setting. Consequently, the secret recording (audio or video) of classes, meetings or other conversations, including telephone calls, is prohibited, as not compatible with the law or the promotion of an open exchange of ideas. Recordings may serve many legitimate academic and workplace purposes. However, the School does not condone recording of any School activities when participants are unaware that such recordings are being made. To promote an environment of trust and collegiality, recordings may be made only with the prior consent of the parties involved. Covert/secret recording of any in-person or telephone conversation or meeting occurring at the workplace, including any classroom or other educational setting, or conversations or meetings offsite that deal with workplace or educational matters is prohibited. Employees are also prohibited from arranging for others to record conversations, telephone calls or other work or educational activities, unless specifically permitted by the participants. It is also a violation of this policy to download recorded conversations to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants (unless the teacher has agreed in writing to such action and the recording is a recording of the teacher's class).

Classes may be recorded by the teacher, or by a learner in the class for personal use with the prior consent of only the teacher. Class participants should generally be informed when a class may be recorded. However, teachers should not disclose the identity of learners recording classes under an accommodation. Class recordings by learners may not be downloaded to any computer, uploaded to the internet, or otherwise shared, transmitted or published without the further, prior written consent of the teacher.

Video recordings present additional privacy concerns, and potential concerns with copyright and intellectual property issues. Therefore, video recordings should only be allowed under conditions completely understood and approved in advance in writing by the teacher. All learners and other participants in a class or educational activity which will be video recorded must be informed of the recording. Video recordings shall not be publicly shared, such as on the internet or in public viewings, without the written consent of the teacher and others being recorded.

Surveillance cameras/equipment and software may be placed on campus by authorised campus personnel to prevent or deter crimes and protect public safety and to facilitate official School investigations into criminal activities or violations of campus policy.

Syllabus Statement

In our online-classes software will be used to record live class discussions. As a learner in these classes, your participation in live class discussions will be recorded. These recordings will be made available only to learners enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented.

Privacy Statement

Assuring privacy among faculty and learners engaged in online and face-to-face instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online or face-to-face classes may be used solely for internal class purposes by the faculty member and learners registered for the course.